

**Request for Service  
Hang Banner Over Right-of-Way**

Permit No. : \_\_\_\_\_ Organization: \_\_\_\_\_

**General Information**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Proposed Banner Location(s): \_\_\_\_\_

Function Being Promoted: \_\_\_\_\_

**Specific Information**

Banner Material: \_\_\_\_\_ Banner Dimensions: \_\_\_\_\_

Installation Date: \_\_\_\_\_ Number of Days Displayed: \_\_\_\_\_  
25 Nonconsecutive year

If consecutive days are requested, list dates for banner display: \_\_\_\_\_

10 maximum/event

I am aware that plans and specifications for this project must be approved by Longmont Power & Communications with all conditions being met before the banner(s) will be installed.

Whereas, the City is willing to permit the banner(s) to be displayed over public rights-of-way, I, therefore, agree to save and hold the City and its agents harmless and to defend and indemnify the City from any and all claims of liability arising from the installation, maintenance or failure of the banner.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**LPC Use Only**

Fee(s)     \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Account Number     200-000-34512-000     By: \_\_\_\_\_



### Standards for Banners - Across Rights-of-Way

1. Banners shall only be used to provide awareness of local civic or community events or activities.
2. Banners shall be made of reinforced fabric suitable for adverse weather conditions and shall be capable of withstanding winds up to 90 miles per hour without tearing. Banners shall be constructed from materials that allow wind to pass through, reducing wind-load effects.
3. Banners shall have metal grommets spaced every three feet along the top and bottom edges to provide attachment points to support cables.
4. Dimensions of the banner: shall be a minimum of 24 inches in height, shall not exceed 36 inches in height and maximum of 30 feet in length. All banners shall be perforated or vented. The banner shall not weigh more than 30 pounds.
5. No banner may be installed without completing a Request for Service form Longmont Power & Communications (LPC).
6. Banners must be delivered to Longmont Power & Communications along with a copy of the Request for Service form a minimum of five days prior to the permit date.
7. All banners shall be installed by LPC consistent with all applicable existing statutes, ordinances, rules and regulations. If the banner is damaged or is in a state of disrepair, LPC will remove the banner. The applicant may provide a replacement banner if prior to expiration of the permit.
8. Banners will be installed and maintained at least 21 feet above the roadway, surface or ground unless a street closure permit is obtained. LPC will install banners across Main Street, just north of the St. Vrain River bridge.
9. Banners shall be displayed for no more than 10 consecutive calendar days per event; or no more than 25 nonconsecutive days in one year per event. Banners displayed over streets that have been closed to vehicular traffic shall be limited to the days associated with the civic function. Once removed, the banner will be retained by LPC for applicant pickup for a *maximum* of 30 days.
10. The permit shall agree to hold harmless, defend, and indemnify the City from and against any and all claims of liability arising from the installation, maintenance or failure in any manner of the banner.

### Fees for Hanging Banners: Across Rights-of-Way

Fees will be based upon LPC's cost to provide the service, including but not limited to time, materials, equipment and overhead. The fee will be reviewed annually and is subject to change.

As of January 1, 2013, the total fee is \$215.00 which includes the \$10.00 permit fee assessed by Building Inspection. Typically, banners are installed by LPC staff Monday through Friday. If an applicant elects to have a banner hung outside of these days, the applicant will be responsible for additional overtime charges.